

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: 14024-358

MECHANIC  
SIGNATURE: *P. L. L. L. L.*

DATE: 12/5/15

LOCATION/RM #: NO# 6403 ASSET # 9774

START TIME: FINISH TIME:

| CHECK<br>POINT                                    | CHECKPOINT DESCRIPTION                                                                                                                                                                   | TASK COMPLETE |    | SPECIAL INSTRUCTIONS | NOTES/ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION) |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|----------------------|------------------------------------------------------------------------|
|                                                   |                                                                                                                                                                                          | YES           | NO |                      |                                                                        |
| 1                                                 | In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.         | /             |    |                      |                                                                        |
| 2                                                 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                              | /             |    |                      |                                                                        |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                                                          |               |    |                      |                                                                        |
| 1                                                 | For gas/oil heaters:<br>1. Remove access panels if applicable.<br>2. Check the fire box liner or refractory for cracks and leaks.<br>3. Check all gas lines for leaks. Repair as needed. |               |    |                      | check ok                                                               |
| 2                                                 | Clean dirt from heater, vacuuming is preferred.                                                                                                                                          | /             |    |                      | clean                                                                  |
| 3                                                 | Check operation of gas valve.                                                                                                                                                            | /             |    |                      |                                                                        |
| 4                                                 | Check for gas leaks.                                                                                                                                                                     | /             |    |                      | ok                                                                     |
| 5                                                 | Check operation of thermostat.                                                                                                                                                           | /             |    |                      | yes                                                                    |
| 6                                                 | If applicable, replace primary air intake filter.                                                                                                                                        | /             |    |                      |                                                                        |
| 7                                                 | As needed, clean spark electrode and reset gap. replace if necessary.                                                                                                                    | /             |    |                      |                                                                        |
| 8                                                 | Inspect flue pipe and connections.                                                                                                                                                       | /             |    |                      |                                                                        |
| 9                                                 | If applicable, inspect and clean outside air blower and blower intake.                                                                                                                   | /             |    |                      |                                                                        |
| 10                                                | Inspect unit for proper operation.                                                                                                                                                       | /             |    |                      | yes                                                                    |
| 11                                                | Inspect unit for overall condition and recommend for replacement or other needed repairs.                                                                                                | /             |    |                      | <del>check ok</del>                                                    |

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: